

Credit Summary

Last Modified on 03/22/2024 1:26 pm CDT

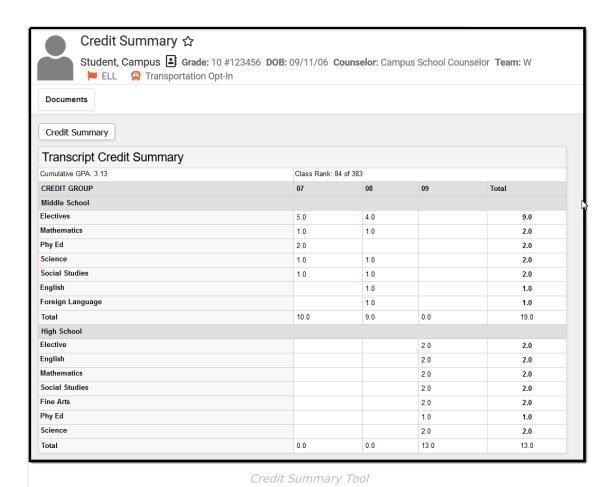
Credit Summary Tool | Tool Rights | Credit Summary Information in Ad hoc Query Wizard | GPA Information | Courses in a Selected Credit Group | Credit Group Totals | Print Credit Summary Information | Documents

Classic View: Student Information > General > Credit Summary

Search Terms: Credit Summary

The Credit Summary tool displays the total amount of credits that are listed on the student's transcript based on credit defined in the school.

Student GPA information also displays. For more information on GPAs, see the GPA Calculations in Campus article.



Tool Rights

Classic View: System Administration > User Security > Users > Tool Rights

New Navigation: User Management > User Accounts > Tool Rights



Full access to the Credit Summary tool requires two separate tool rights:

• R rights to Student Information > General > Credit Summary

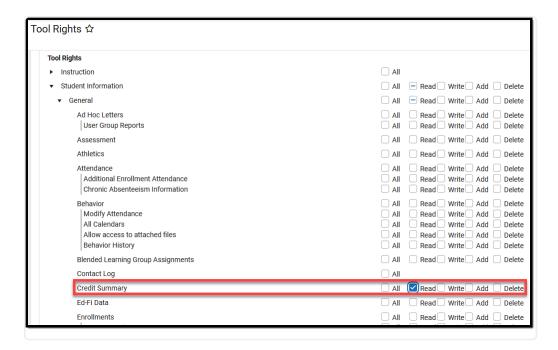
AND

• R rights to Student Information > General > Transcripts

Read (R)	Write	Add	Delete
Credit Summary : Users can see the Credit Summary tool, select a Credit Type, and view which courses the student has taken in that group.			
Transcripts: Users can select the credit total for a Credit	N/A	N/A	N/A
Type (under the Total column) to view detailed data for the courses the student took tied to that Credit Type. This is a separate tool right because the data view is the student's transcript record.			







New Look - Credit Summary Tool Rights



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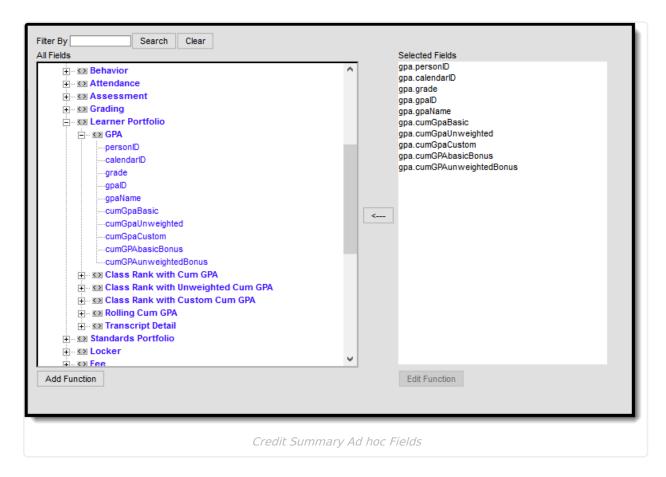
Credit Summary Information in Ad hoc Query Wizard

Credit Summary information is available in the Query Wizard for **Student** Data Type filters in the following folders for **Student > Learner Portfolio**:

- GPA
- Class Rank with Cumulative GPA
- Class Rank with Unweighted Cumulative GPA
- Class Rank with Custom Cumulative GPA
- Rolling Cumulative GPA



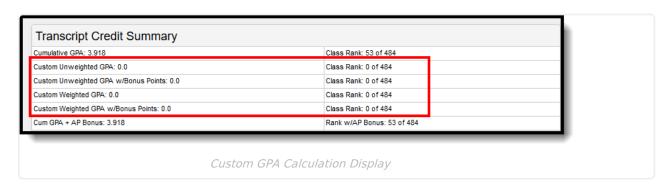
Fields available on the Course tool are noted in the Course Information section below.



GPA Information

The student's GPA displays at the top of the Credit Summary, along with the student's Class Rank. When the student's calendar of enrollment is associated with Custom GPA calculations, these calculations display at the below the Cumulative GPA calculation.

See the GPA Calculations in Campus for more information.

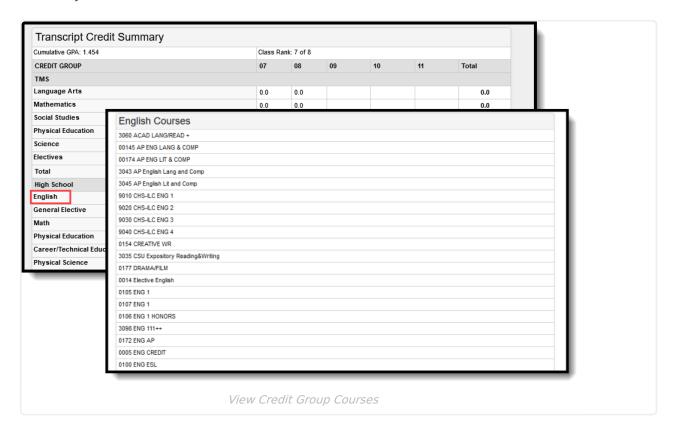


Courses in a Selected Credit Group

Users have the ability to view all courses within a credit group by selecting a credit group on the left-hand side of the screen.



Once a credit group is selected, a list of all courses within the calendar within the credit group are displayed. This feature is useful when attempting to identify other courses a student may take to fulfill credits within the specific credit group. To return to the previous screen, select the Credit Summary tool.

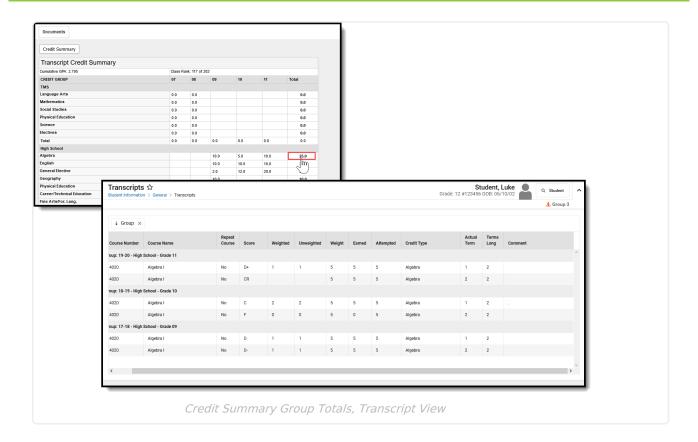


Credit Group Totals

To view a list of all courses the student has taken within a specific credit group, select a **Total** on the right-hand side of the editor. A detailed screen describing course and credit information displays, which looks very similar to the student's Transcript, but only shows courses from the selected credit group.

To return to the previous screen, select the Credit Summary tool from the Index or search for the tool.



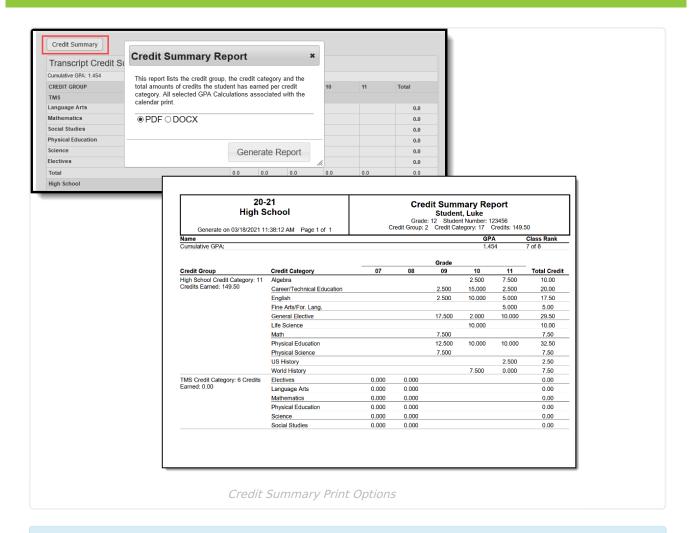


Print Credit Summary Information

To print a report of the student's Credit Summary, click the **Credit Summary** print icon. The report lists the credit group, the credit category and the total amount of credits the student has earned per credit category. All selected GPA Calculations associated with the calendar print.

The report generates in either PDF or DOCX format.





The Student Credits Report can be used to view the total credits a student has earned by grade level for multiple students. It does NOT include the Credit Category.

Documents

To view documents, click the **Documents** button on the action bar. See the Student Person Documents article for more information.



